MICHIGAN LOTTERY

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Millionaire Party
FLOOR SELLER CONTROL LOG
(maintained by the controller)

Page_____ of Day _____

Controller Name	Event Date
Organization Name	License Number

Seller Name	1. Value of Chips Issued *	Seller Initials	2. Final Chips on Hand *	3. Chips Sold on Floor (Col 1 - Col 2)	4. Cash Collected	5. Discrepancy (Col 4 - Col 3)	Seller Initials
				Total	Total	Total	

* Post Value of Chips Issued and Final Chips on Hand amounts to the Chips Out Worksheet.

Start Cash Issued

Seller Name	Amount	Ret'd (✓)

Seller Name	Amount	Ret'd (✓)

COMPLETION: As required.
PENALTY: Failure to complete this form may result in administrative action.

Authority: Act 382 of the Public Acts of 1972, as amended.

BSL-CG-1598(R4/05)

FLOOR SELLER CONTROL LOG INSTRUCTIONS

The controller uses this form to monitor chip sales for sellers who do not collect admission. Typically, these sales take place on the game floor.

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

Prior to the seller's shift:

If a seller requires start cash, enter Seller Name and Amount in the Start Cash Issued section at the bottom of the form.

During the event:

As chips are issued to the seller, the controller enters the Value of Chips Issued, and has the seller initial for that amount. The controller posts the amount to the Chips Out Worksheet.

<u>Balance Seller</u>

Whenever a seller needs more chips or when the seller's shift is over, the controller must balance the seller's transactions in the presence of the seller.

1. Count and enter the Final Chips on Hand. Post amount to Chips Out Worksheet.

2. Subtract column 2 from column 1 and enter Chips Sold on Floor.

3. If end of sellers shift, collect any Start Cash Issued and check (✓) Ret'd column.

4. Collect cash received from chip sales and enter the amount in Cash Collected column.

5. Subtract column 3 from column 4 and enter any Discrepancy. Have seller initial for that amount.

After the day's event:

The controller computes totals for Chips Sold on Floor, Cash Collected, and Discrepancy.